



Online FTZ Information System

U.S. Foreign-Trade Zones Board

GRANTEE USER GUIDE



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Navigation

Account Creation

1. You will receive an email to create an account after being added to a zone as a member of a Grantee organization.


This email is to inform you that you have been provided access to the FTZ Board's Online FTZ Information System (OFIS) as a member of the grantee of FTZ 001.

To log in, select the "Sign in" option on the top right side of the [OFIS main page](#). From there, select "Sign up now". You will use your email address to set up an account and create a password.

As a member of the grantee, you will use OFIS to update the status of your zone's sites and subzones and to submit your zone's annual report to the FTZ Board. You will also be able to provide access to any operators within your zone that have activity to include in your annual report.

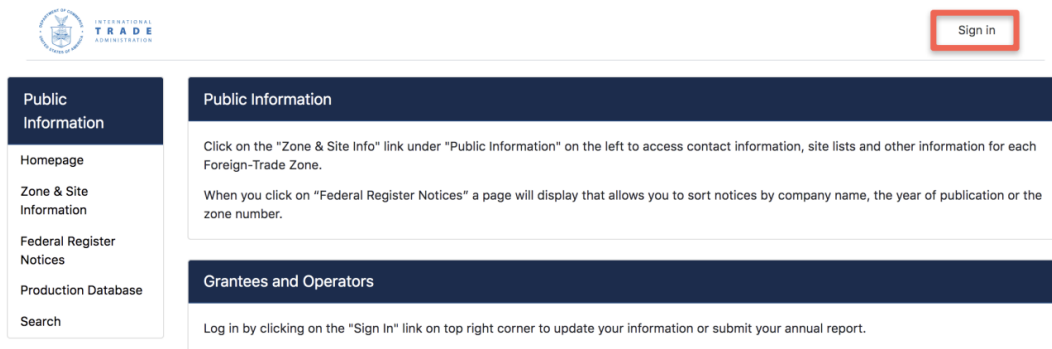
If you have any questions, please contact the FTZ staff at: ftz@trade.gov

2. [Click here](#) to access the Online FTZ Information System (OFIS.trade.gov).

Sign in

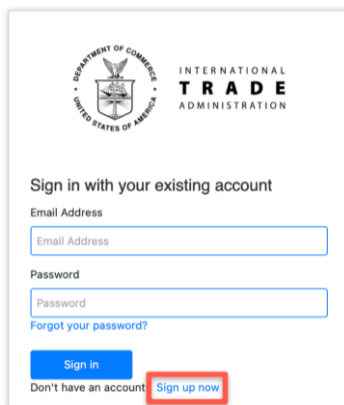
Public Information	Public Information
Homepage	Click on the "Zone & Site Info" link under "Public Information" on the left to access contact information, site lists and other information for each Foreign-Trade Zone.
Zone & Site Information	When you click on "Federal Register Notices" a page will display that allows you to sort notices by company name, the year of publication or the zone number.
Federal Register Notices	
Production Database	Grantees and Operators
Search	Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.

3. Click **Sign in** at the top right.



The screenshot shows the top of the International Trade Administration website. In the top right corner, there is a "Sign in" button highlighted with a red rectangle. Below the header, there is a navigation menu on the left with links: "Public Information", "Homepage", "Zone & Site Information", "Federal Register Notices", "Production Database", and "Search". The main content area has two sections: "Public Information" with instructions on how to use the site, and "Grantees and Operators" with a link to the "Sign In" button.

4. Click **Sign up now** at the bottom of the page



The screenshot shows the sign-in and sign-up form on the International Trade Administration website. It includes fields for "Email Address" and "Password", a "Forgot your password?" link, and buttons for "Sign in" and "Sign up now". The "Sign up now" button is highlighted with a red rectangle.

5. Fill in the following fields:

- **First Name**
- **Last Name**
- **Email Address**
- **New Password**
- **Confirm New Password**



INTERNATIONAL
TRADE
ADMINISTRATION

Please provide your details to create an account.

First Name

Abigail

[What is this?](#)

Last Name

Dexter

[What is this?](#)

Email Address

abbdexter11@gmail.com

[What is this?](#)

New Password

.....

[What is this?](#)

Confirm New Password

.....

[What is this?](#)

[Verify Email Address](#)



The password must be between 8 and 64 characters.

The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

6. Click **Verify Email Address**.

7. You will receive an email with the **Verification Code**.

International Trade Administration account email verification code [Inbox x](#)



Microsoft on behalf of International Trade Administration <msonlineserviceteam@microsoftonline.com>
to me

12:11 PM (5 minutes ago)



Verify your email address

Thanks for verifying your [abbdexter11@gmail.com](#) account!

Your code is: 893024

Sincerely,
International Trade Administration

8. Navigate back to the Application and paste the code.

A verification code has been sent to the email address you provided. Please enter the verification code below.

Verification Code

893024

Verify Code

Send New Code

Create My Account Cancel

9. Click **Verify Code**.

A verification code has been sent to the email address you provided. Please enter the verification code below.

Verification Code


893024

Verify Code

Send New Code

Create My Account Cancel

10. Click **Create My Account**.

 INTERNATIONAL
TRADE
ADMINISTRATION

Please provide your details to create an account.

First Name

Abigail

[What is this?](#)

Last Name

Dexter

[What is this?](#)

Email Address

abbdexter11@gmail.com

[What is this?](#)

New Password

[What is this?](#)

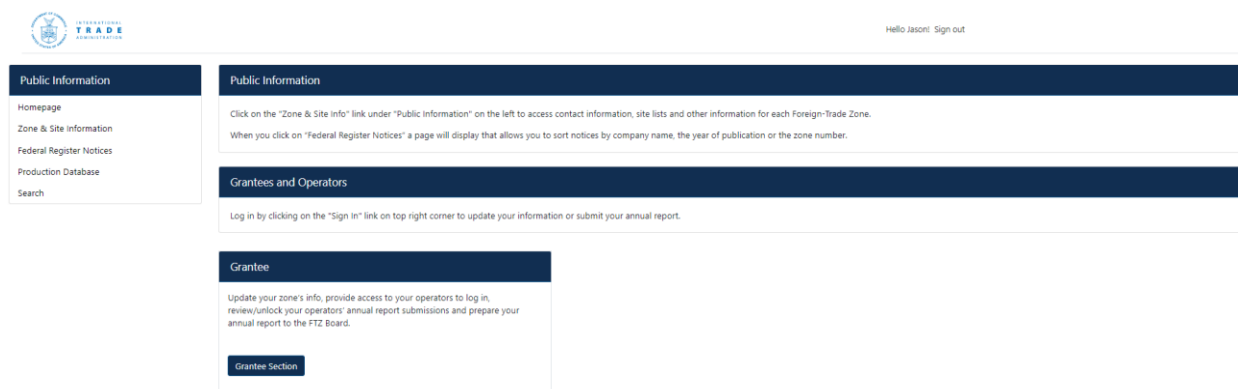
Confirm New Password

[What is this?](#)

Change E-mail

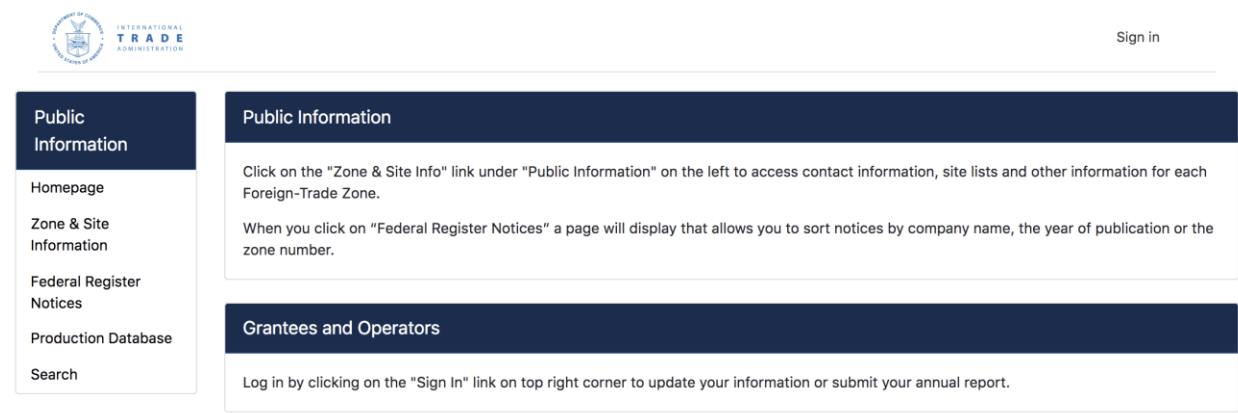
Create My Account Cancel

11. You will be logged into your new account.

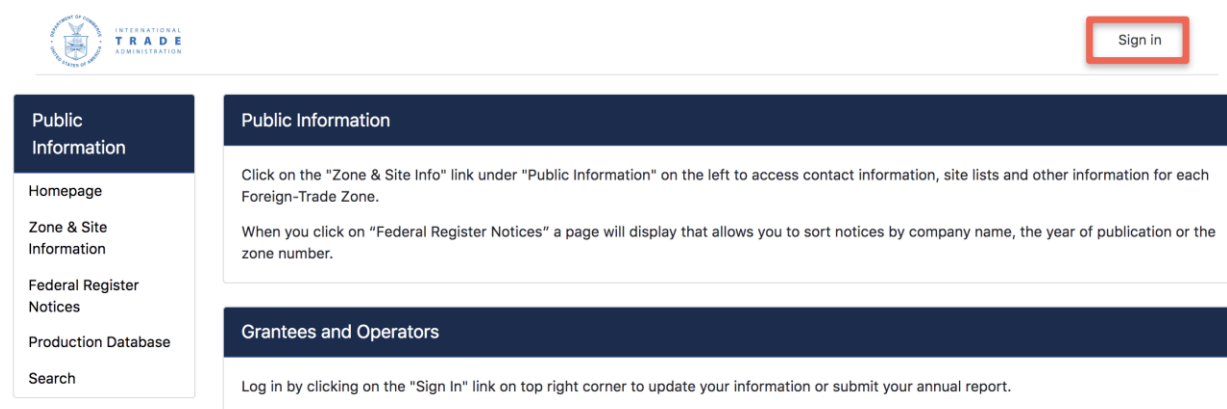


Sign In

1. [Click here](#) to access the Online FTZ Information System (OFIS.trade.gov).



2. Click **Sign in** at the top right.



3. Type in the **Email and Password** used to create your account.

Sign in with your existing account

[Forgot your password?](#)

[Sign in](#)

[Don't have an account?](#) [Sign up now](#)

4. Click **Sign in**.

Sign in with your existing account


[Forgot your password?](#)

[Sign in](#)

[Don't have an account?](#) [Sign up now](#)

Change Password

1. [Click here](#) to access the Online FTZ Information System (OFIS).



INTERNATIONAL
TRADE
ADMINISTRATION

Sign in

Public Information

Homepage

Zone & Site Information

Federal Register Notices

Production Database

Search

Public Information


Click on the "Zone & Site Info" link under "Public Information" on the left to access contact information, site lists and other information for each Foreign-Trade Zone.

When you click on "Federal Register Notices" a page will display that allows you to sort notices by company name, the year of publication or the zone number.

Grantees and Operators

Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.

2. Click **Sign in** at the top right.



INTERNATIONAL
TRADE
ADMINISTRATION

[Sign in](#)

Public Information

Homepage

Zone & Site Information

Federal Register Notices

Production Database

Search

Public Information

Click on the "Zone & Site Info" link under "Public Information" on the left to access contact information, site lists and other information for each Foreign-Trade Zone.

When you click on "Federal Register Notices" a page will display that allows you to sort notices by company name, the year of publication or the zone number.

Grantees and Operators

Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.

3. Click **Forgot your Password.**

Sign in with your existing account

Forgot your password?

Sign in

Don't have an account? Sign up now

4. Type in your **Email Address.**

Verification is necessary. Please click Send button.

Send verification code

Continue

5. Click **Send Verification Code.**

Verification is necessary. Please click Send button.

Send verification code

Continue

6. You will receive an email with the **Verification Code.**

Verify your email address

Thanks for verifying your simamanage@gmail.com account!

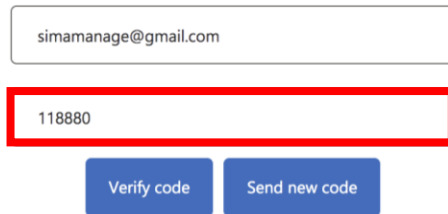
Your code is: 118880

Sincerely,
International Trade Administration

7. Copy the **Verification Code.**

8. Navigate back to the Application and paste the code.

Verification code has been sent to your inbox. Please copy it to the input box below.

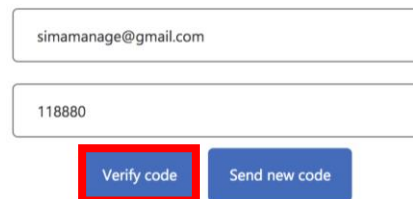


simamanager@gmail.com

118880

Verify code Send new code

9. Click **Verify Code**.



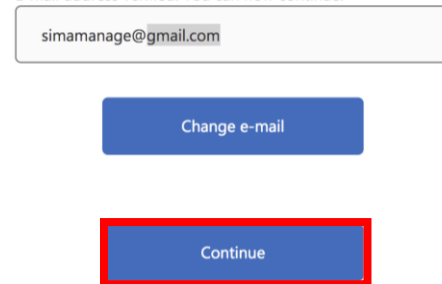
simamanager@gmail.com

118880

Verify code Send new code

10. Click **Continue**.

E-mail address verified. You can now continue.

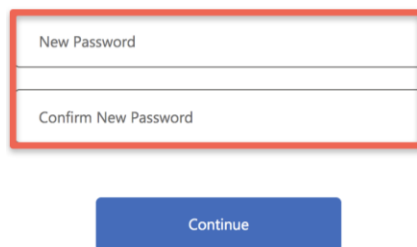


simamanager@gmail.com

Change e-mail

Continue

11. Create a **New Password**.

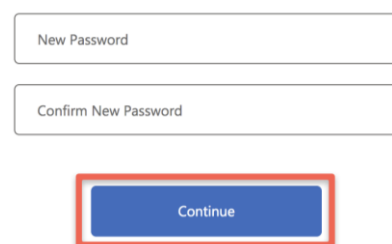


New Password

Confirm New Password

Continue

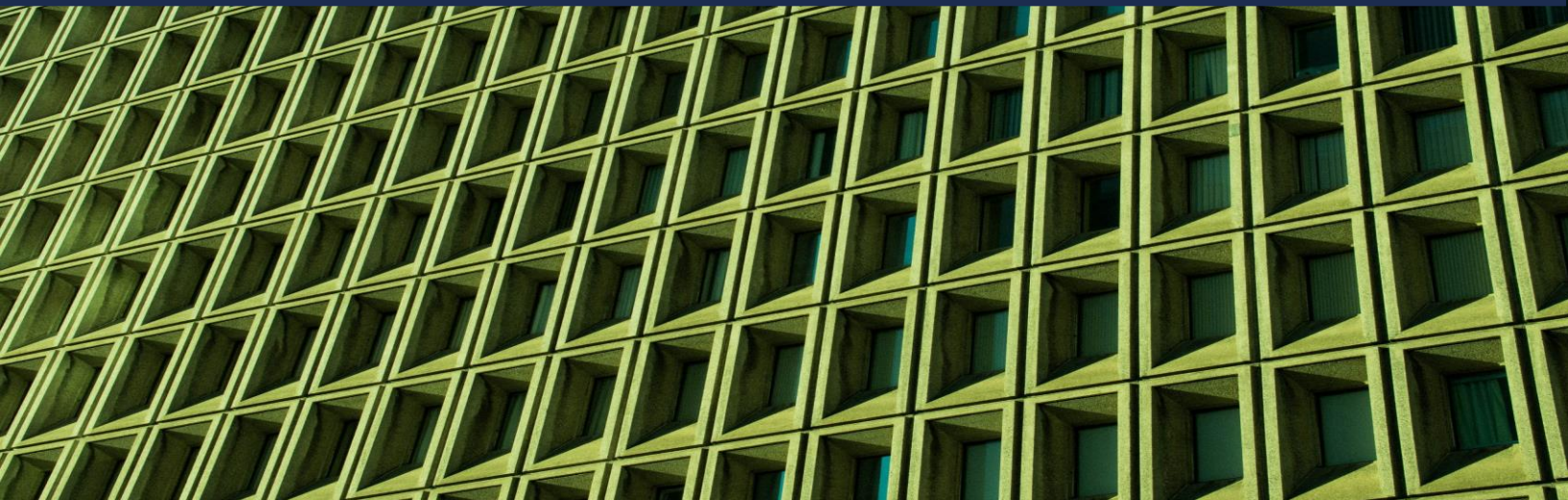
12. Click **Continue**.



New Password

Confirm New Password

Continue



Manage Zone Information

View Grantee Zones List

1. Click the **Grantee Section** button from the Application Homepage.

INTERNATIONAL
TRADE
ADMINISTRATION

Hello Jason! Sign out

Public Information

Click on the "Zone & Site Info" link under "Public Information" on the left to access contact information, site lists and other information for each Foreign-Trade Zone.

When you click on "Federal Register Notices" a page will display that allows you to sort notices by company name, the year of publication or the zone number.

Grantees and Operators

Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.

Grantee

Update your zone's info, provide access to your operators to log in, review/unlock your operators' annual report submissions and prepare your annual report to the FTZ Board.

Grantee Section

2. The Grantee Zones List will display based on access.

Grantees	Grantee Zones List				
FTZ Homepage Zones Operators Reports Unlock Requests		Zone Number	Grantee	Status	Port of Entry
	View Details	910	Houston Textiles	Active	TX, Houston
	View Details	911	PG Zone	Active	DC, Washington
	View Details	912	Fort Bend Zone	Active	TX, Houston
	View Details	010	HTX Porting	Active	TX, Houston

View Zone Details

1. Click **View Details** for the appropriate Zone.

Grantees	Grantee Zones List				
FTZ Homepage		Zone Number	Grantee	Status	Port of Entry
Zones	View Details	910	Houston Textiles	Active	TX, Houston
Operators	View Details	911	PG Zone	Active	DC, Washington
Reports	View Details	912	Fort Bend Zone	Active	TX, Houston
Unlock Requests	View Details	010	HTX Porting	Active	TX, Houston

2. The details for that Zone will display.

Zone Details		
		Edit Close
Grantee Information		
Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simafz.net
Site Subzone Staff Cases FR Notices Members		

Zone Details also provides additional information by clicking on the following tabs:

- **Site**
- **Subzone**
- **Staff Cases**
- **FR Notices**
- **Members**

Add Grantee Members

1. Navigate to Zone Details for the appropriate Zone.

Zone Details

EditClose

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simafz.net

SiteSubzoneStaff CasesFR NoticesMembers

2. Click **Edit**.

Zone Details

EditClose

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simafz.net

SiteSubzoneStaff CasesFR NoticesMembers

3. Scroll to **Grantee Members**.

Grantee Members

First Name	Last Name	Email Address	
Jason	Johnson	simamanager@gmail.com	Remove Member
First Name *	Last Name *	Email Address *	Add Member
<input type="text"/>	<input type="text"/>	<input type="text"/>	

4. For the New Grantee Member enter:

- **First Name**
- **Last Name**

- **Email Address**

Grantee Members		
First Name	Last Name	Email Address
Jason	Johnson	simamanage@gmail.com
First Name *	Last Name *	Email Address *

Remove Member Add Member

5. Click **Add Member**.

Grantee Members		
First Name	Last Name	Email Address
Jason	Johnson	simamanage@gmail.com
First Name *	Last Name *	Email Address *
Sarah	Smith	sarah@zone.com

Remove Member Add Member

6. The New Member will be added.

Grantee Members		
First Name	Last Name	Email Address
Jason	Johnson	simamanage@gmail.com
Sarah	Smith	sarah@zone.com
First Name *	Last Name *	Email Address *

Remove Member Remove Member Add Member

Update Cancel

7. Click **Update** at the bottom of the page.

Update Cancel

Edit Zone Details

1. Navigate to Zone Details for the appropriate Zone.

Zone Details		
		Edit Close
Grantee Information		
Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanage@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simaftz.net

Site Subzone Staff Cases FR Notices Members

2. Click **Edit**.

Zone Details

EditClose

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simafz.net

SiteSubzoneStaff CasesFR NoticesMembers

3. Edits can be made to:

- **Status**
- **Date of First Activation**
- **Grantee Information**
- **Grantee Primary Member**

Zone Information

Zone Number	Status	Location
910	Active	Houston
Service Area	Port of Entry	State
Greater Houston Metro	TX, Houston	TX
Date of First Activation	Approved Date	Zone Activation Limit
03/31/2021	03/31/2021	1000

Grantee Information

Grantee	Contact Name	Email Address
Houston Textiles	Jason Johnson	simamanager@gmail.com
Phone Number	Fax	Street Address
713-205-9000		1000 Anytime Street
City	State	Zip Code
Houston	TX	77019
Website		
simafz.net		

Grantee Members

First Name	Last Name	Email Address	
Jason	Johnson	simamanager@gmail.com	Remove Member
Sarah	Smith	sarah@zone.com	Remove Member
First Name *	Last Name *	Email Address *	Add Member

UpdateCancel

4. Make changes.

5. Click **Update** at the bottom of the screen.

UpdateCancel

Edit Subzone

1. Navigate to Zone Details for the appropriate Zone.

Zone Details

EditClose

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simaltz.net

SiteSubzoneStaff CasesFR NoticesMembers

2. Click the **Subzone** tab.

SiteSubzoneStaff CasesFR Notices

Subzone Number

Company Name

00A

Subzone Inc.

3. Click the **Subzone Number Link** to edit.

SiteSubzoneStaff CasesFR Notices

Subzone Number

Company Name

00A

Subzone Inc.

4. Click **Edit**.

Subzone Details: Zone 910 - Subzone 01A

EditClose

Subzone Information

Zone Number	SubZone Number	Status
910	01A	Active
Company Name	Location	Include within Zones Activation Limit
Subzone INC		No

- 5.
6. Edits can be made to:

- **Status**

Status

Active

Include within Zones Activation Limit

No

7. Click **Update Subzone**.

[Update Subzone](#)[Cancel](#)

- Click **Close**.

[Edit](#)[Close](#)

Edit Site

- Navigate to Zone Details for the appropriate Zone.

Zone Details

EditClose

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simftz.net

SiteSubzoneStaff CasesFR NoticesMembers

- Click the **Site** tab.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number	Site Name	Status	Activated Acres	
068	FTZ Site Inc	Active	100	

- Click the **Site Number Link** to edit.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number	Site Name	Status	Activated Acres	
068	FTZ Site Inc	Active	100	

4. Click **Edit**.

Site Details: Zone 910 - Site 068

Edit

Close

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

5. Edits can be made to:

- **Status**
- **Status Effective Date**
- **Activated Acres**

Site Details: Zone 910 - Site 068

Close

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Update Site

Cancel

6. Click **Update Site**.

Update Site

Cancel

7. Click **Close**.

Edit

Close

Manage Operators

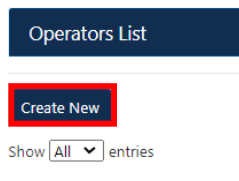
Create New Operator

1. Click **Operators** on the left navigation panel.



A screenshot of a navigation menu titled 'Grantees'. It contains links for 'FTZ Homepage', 'Zones', 'Operators' (highlighted with a red box), 'Reports', and 'Unlock Requests'.

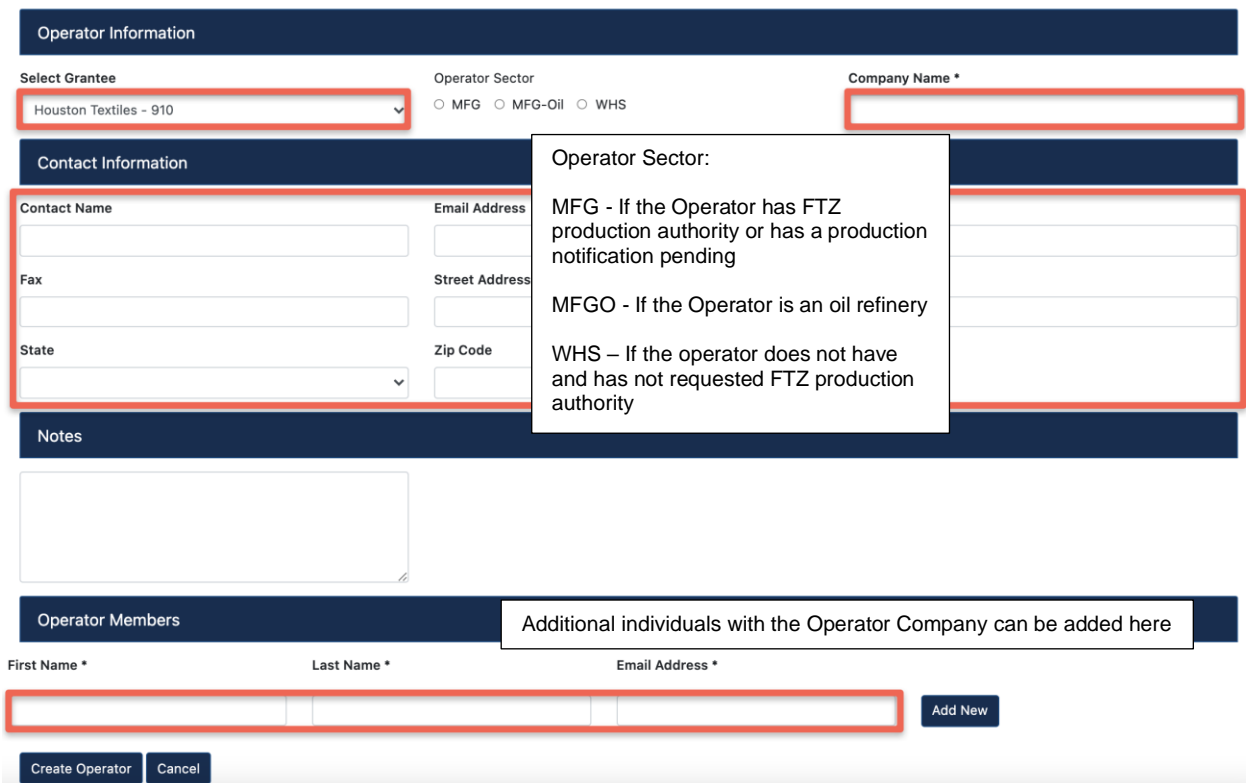
2. Click **Create New**.



A screenshot of the 'Operators List' page. It features a 'Create New' button (highlighted with a red box) and a 'Show All entries' dropdown menu.

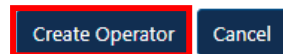
3. The Create New Operator form will display:

- **Fill in Operator Information**
- **Fill in Contact Information**
- **Add Operator Members**



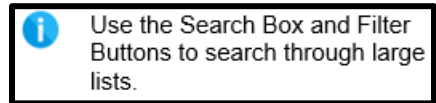
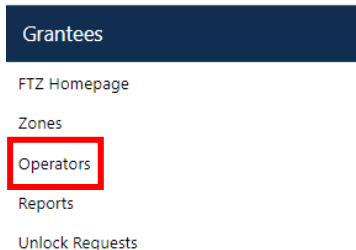
A screenshot of the 'Create New Operator' form. The form is divided into several sections: 'Operator Information' (with 'Select Grantee' set to 'Houston Textiles - 910' and 'Operator Sector' set to 'MFG'), 'Contact Information' (with fields for 'Contact Name', 'Email Address', 'Fax', 'Street Address', 'State', and 'Zip Code'), 'Notes', and 'Operator Members' (with fields for 'First Name', 'Last Name', and 'Email Address'). A red box highlights the 'Contact Information' section. A tooltip explains the 'Operator Sector' options: 'MFG - If the Operator has FTZ production authority or has a production notification pending', 'MFGO - If the Operator is an oil refinery', and 'WHS - If the operator does not have and has not requested FTZ production authority'. The 'Add New' button is also visible.

4. Click **Create Operator**.

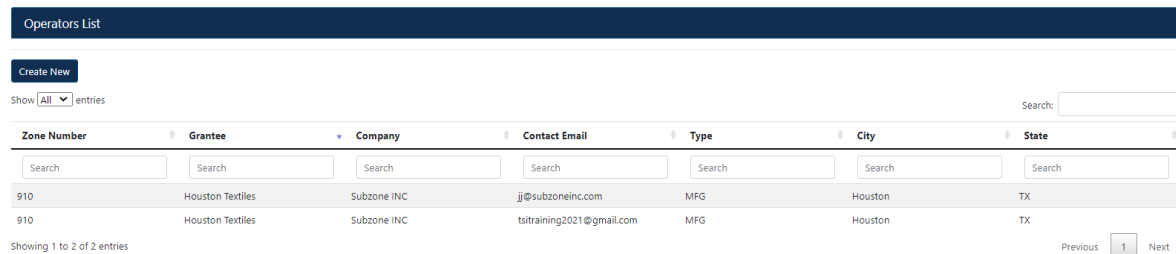


Edit Operator

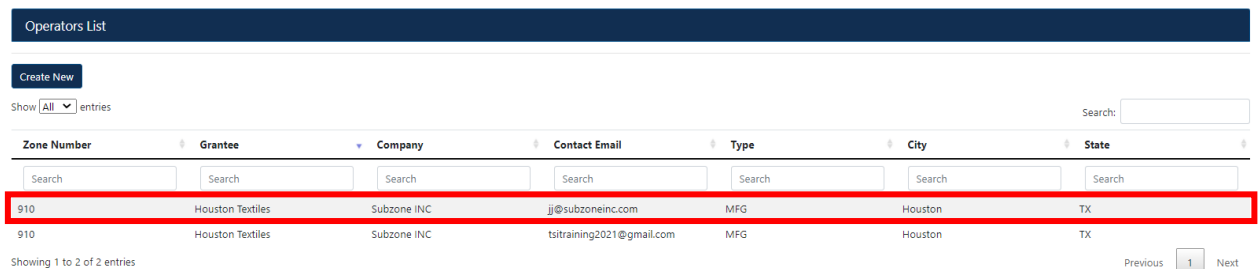
1. Click **Operators** on the left navigation tab.



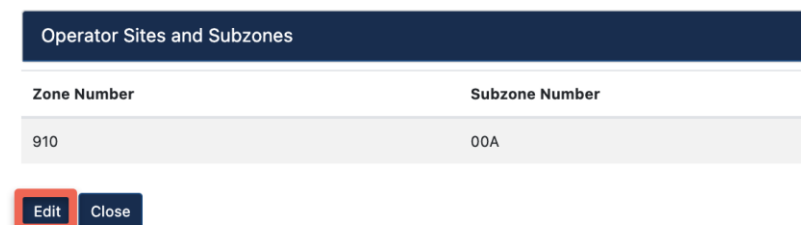
2. The Operators list will display.



3. Click on the **Operator** to edit.



4. Scroll to **Operator Sites and Subzones** at the bottom of the page.
5. Click **Edit**.



6. Edits can be made to:

- **Operator Information**
- **Contact Information**
- **Operator Members**

Operator Information

Type *

MFG

MFG-Off

WHS

Company Name

Subzone INC

Contact Information

Contact Name

Jack Jackson

EmailAddress

jj@subzoneinc.com

Phone

203-233-1234

Fax

Street Address

12345 Anytime Street

City

Houston

State

TX

Zip Code

77004

Notes

Operator Members

First Name	Last Name	Email Address
Jack	Jackson	jj@subzoneinc.com

Remove Member

7. Click **Update Operator**.

Update Operator

Cancel

8. Click **Close**.

Edit

Close

Attach Operator to Site

1. Click **Zones** on the left navigation tab.

Grantees

FTZ Homepage

Zones

Operators

Reports

Unlock Requests

2. Click **View Details** for the appropriate Zone.

Grantees		Grantee Zones List				
FTZ Homepage			Zone Number	Grantee	Status	Port of Entry
Zones		View Details	910	Houston Textiles	Active	TX, Houston
Operators						
Reports		View Details	911	PG Zone	Active	DC, Washington
Unlock Requests		View Details	912	Fort Bend Zone	Active	TX, Houston
		View Details	010	HTX Porting	Active	TX, Houston

3. Click the **Site** tab.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number	Site Name	Status	Activated Acres	
068	FTZ Site Inc	Active	100	

4. Click the **Site Number Link**.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number	Site Name	Status	Activated Acres	
068	FTZ Site Inc	Active	100	

5. Scroll to Site Operators.

Site Details: Zone 910 - Site 068

EditClose

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Attachments

Maps

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Site Operators

Add New Operator

Company Name	Contact Name	Type	State	
Subzone INC	Michael Johnson	MFG	TX	Detach

6. Click **Add New Operator**.

Site Details: Zone 910 - Site 068

EditClose

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Attachments

Maps

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Site Operators

Add New Operator

Company Name	Contact Name	Type	State	
Subzone INC	Michael Johnson	MFG	TX	Detach

7. Select the Operator that you created and click **Attach Operator**.

Select Operator

Subzone INC
Houston , TX
MFG

Attach Operator

Detach Operator from Site

1. Click **Zones** on the left navigation tab.

Grantees

FTZ Homepage

Zones

Operators

Reports

Unlock Requests

2. Click **View Details** for the appropriate Zone.

Grantees		Grantee Zones List			
FTZ Homepage		Zone Number	Grantee	Status	Port of Entry
Zones		View Details	910	Houston Textiles	Active
Operators		View Details	911	PG Zone	Active
Reports		View Details	912	Fort Bend Zone	Active
Unlock Requests		View Details	010	HTX Porting	Active

3. Click the **Site** tab.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number		Site Name		Status
068		FTZ Site Inc		Active

4. Click the **Site Number Link**.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number	Site Name	Status		
068	FTZ Site Inc	Active		

5. Scroll to Site Operators.

Site Operators				Add New Operator
Company Name	Contact Name	Type	State	
Subzone INC	Michael Johnson	MFG	TX	Detach

6. Click **Detach**.

Site Details: Zone 910 - Site 068

EditClose

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Attachments

Maps

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Site Operators

Add New Operator

Company Name	Contact Name	Type	State	
Subzone INC	Michael Johnson	MFG	TX	Detach

7. The Confirm Operator Detach pop-up box will display.

8. Click **Confirm** to detach the Operator.

Confirm Operator Detach

×

Are you sure to detach selected Operator from this site?

Close

Confirm

9. Click **Close**.

Edit

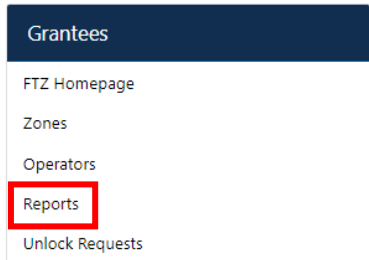
Close

Annual Reports

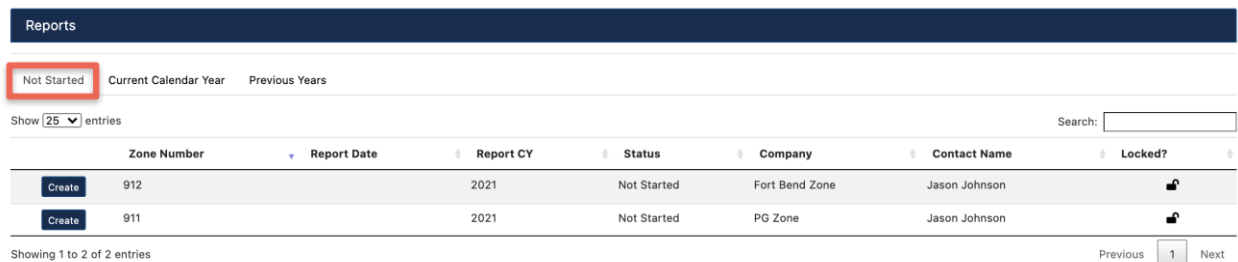
View Grantee Reports – Not Started

These are reports that have not been started.

1. Click **Reports** on the left navigation tab.



2. Click the **Not Started** tab.

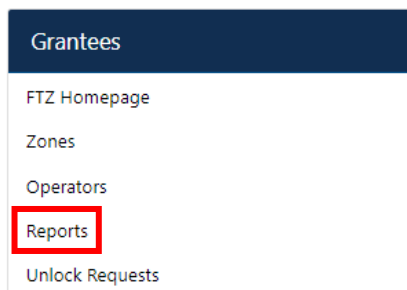


3. Reports that have not been created will be displayed.

View Current Calendar Year Reports

These are current reports that have been drafted or submitted.

1. Click **Reports** on the left navigation tab.



2. Click the **Current Calendar Year** tab.

Reports							
Not Started Current Calendar Year Previous Years							
Show 25 entries Search:							
Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?	
910		2021	DRAFT	Houston Textiles	Jason Johnson		
010	07/07/2021	2021	SUBMITTED	HTX Porting	Michelle Allen		
Showing 1 to 2 of 2 entries							Previous 1 Next

3. Click the **Details** icon to open and view a report.

Reports							
Not Started Current Calendar Year Previous Years							
Show 25 entries Search:							
Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?	
910		2021	DRAFT	Houston Textiles	Jason Johnson		
010	07/07/2021	2021	SUBMITTED	HTX Porting	Michelle Allen		
Showing 1 to 2 of 2 entries							Previous 1 Next

View Previous Years Reports

These are previous years' reports that have been submitted.

1. Click **Reports** on the left navigation tab.

Grantees
FTZ Homepage
Zones
Operators
Reports
Unlock Requests

2. Click the **Previous Years** tab.

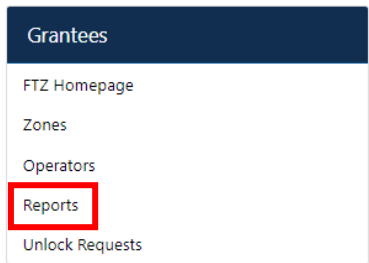
Reports							
Not Started Current Calendar Year Previous Years							
Show 25 entries Search:							
Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?	
910	07/13/2021	2020	SUBMITTED	Houston Textiles	Jason Johnson		
Showing 1 to 1 of 1 entries							Previous 1 Next

3. Click the **Details** icon to open and view a report.

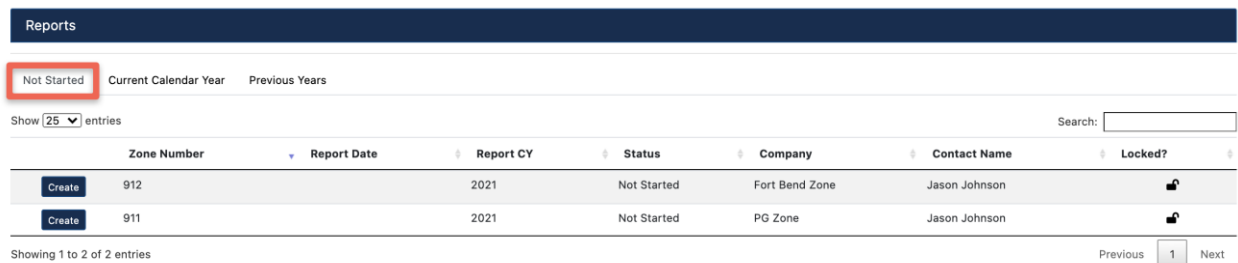
Reports							
Not Started Current Calendar Year Previous Years							
Show 25 entries Search:							
Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?	
910	07/13/2021	2020	SUBMITTED	Houston Textiles	Jason Johnson		
Showing 1 to 1 of 1 entries							Previous 1 Next

View Operator Annual Report Status

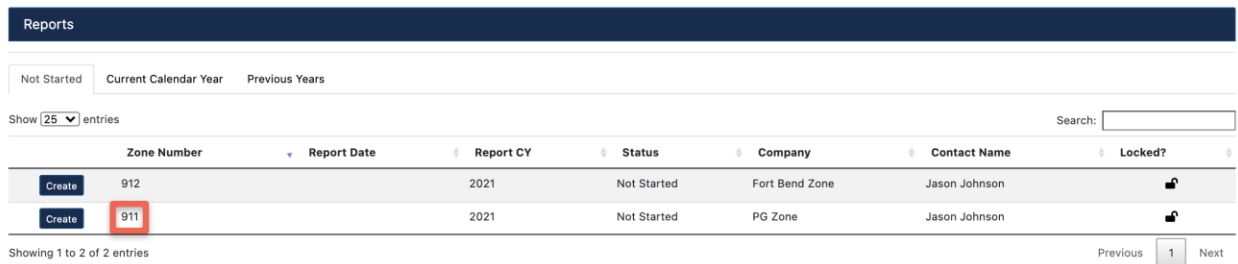
1. Click **Reports** on the left navigation tab.



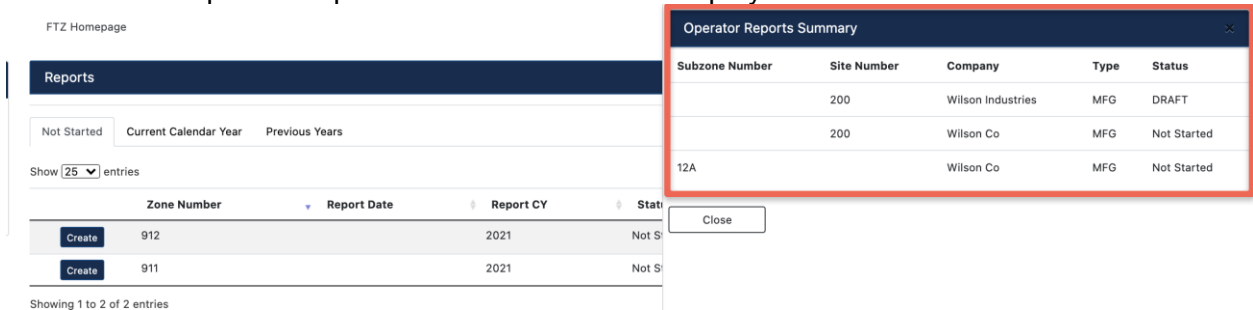
2. Click the **Not Started** tab.



3. Click the **Zone Number**.



4. The status of Operator reports for that Zone will be displayed.



5. Click **Close**.

FTZ Homepage

Reports

Not Started | Current Calendar Year | Previous Years

Show 25 entries

Zone Number	Report Date	Report CY	Status
Create 912		2021	Not S
Create 911		2021	Not S

Showing 1 to 2 of 2 entries

Operator Reports Summary

Subzone Number	Site Number	Company	Type	Status
	200	Wilson Industries	MFG	DRAFT
	200	Wilson Co	MFG	Not Started
12A		Wilson Co	MFG	Not Started

Create Grantee Report

1. Click **Reports** on the left navigation tab.

Grantees

FTZ Homepage
Zones
Operators
Reports
Unlock Requests

2. Click the **Not Started** tab.

Reports

Not Started | Current Calendar Year | Previous Years

Show 25 entries

Search:

Zone Number	Report Date	Report FY	Status	Company	Contact Name	Locked?
Create 912		2020	Not Started	Fort Bend Zone	Jason Johnson	
Create 912		2021	Not Started	Fort Bend Zone	Jason Johnson	
Create 911		2020	Not Started	PG Zone	Jason Johnson	
Create 911		2021	Not Started	PG Zone	Jason Johnson	

Showing 1 to 4 of 4 entries

Previous 1 Next

3. Click **Create** for the appropriate Zone and Year.

Reports

Not Started | Current Calendar Year | Previous Years

Show 25 entries

Search:

Zone Number	Report Date	Report FY	Status	Company	Contact Name	Locked?
Create 912		2020	Not Started	Fort Bend Zone	Jason Johnson	
Create 912		2021	Not Started	Fort Bend Zone	Jason Johnson	
Create 911		2020	Not Started	PG Zone	Jason Johnson	
Create 911		2021	Not Started	PG Zone	Jason Johnson	

Showing 1 to 4 of 4 entries

Previous 1 Next

4. Fill in appropriate fields.

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year?

☒ Yes ☐ No

2. Provide a summary of the warehouse and distribution activity that occurred within the zone during the calendar year.

3. Discuss how the zone contributes to the local economy and local economic development. Describe the zone has been used locally by the logistics industry and other companies to address its needs.

4. Total number of WHS operators who had activity during calendar year?

0

5. The number employed by warehouse/distribution operators within activated areas was ____ persons.

0

6. Estimate the percent of total shipments that are directly or indirectly exported ____%. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation.

0

Use Numbers provided by WHS Reports

Reports

Total to be Submitted to the FTZ Board

Step 1 - If you respond "Yes" to Question 1 then additional questions will appear. If any of your operators had FTZ activity during the year, you will need to respond "Yes" to this question.

Step 2 - Fill in the remaining fields that appear. Every question will need a response before you can submit your report.

7. Movement of Merchandise

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year?

☒ Yes ☐ No

2. Provide a summary of the warehouse and distribution activity that occurred within the zone during the calendar year.

3. Discuss how the zone contributes to the local economy and local economic development. Describe the zone has been used locally by the logistics industry and other companies to address its needs.

4. Total number of WHS operators who had activity during calendar year?

0

5. The number employed by warehouse/distribution operators within activated areas was ____ persons.

0

6. Estimate the percent of total shipments that are directly or indirectly exported ____%. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation.

0

Use Numbers provided by WHS Reports

Total Summed from Warehouse Operator Reports

Total to be Submitted to the FTZ Board

This main page of your grantee report should include all summed information from your warehouse/distribution (WHS) operators. All manufacturing/production (MFG) and oil refinery (MFGO) operator reports will be attached to your report when you click the Submit button for the zone.

All information from your WHS operators will be summed and provided in the center column. The column on the right side is what will be sent to the FTZ Board as the warehouse/distribution activity for the zone. To use the numbers summed from the WHS operator reports, click the "Use Numbers provided by WHS reports" button above the column on the right."

5. Click **Submit Report** to submit your report.

Information submitted to the public. The of \$1,000,001-\$5,000,000.

Do you consider the report accurate?
☐ Yes ☒ No

Save as Draft – Save and return to work on your report later.

Submit Report – Submit to FTZ Board.

Close – Close Report without saving.

13. Operator Reports Summary

Zone Number	SubZone Number
-------------	----------------


Save as Draft

Submit Report

Close

Receive Operator Annual Report

The Grantee will receive a notification via email that an Operator has submitted a report.

Annual report submitted 



NoReply FTZ Portal <ftz@trade.gov>
to NoReply

The annual report for **Subzone INC** within FTZ **910** has been submitted to the grantee.

If you need to make any edits to the report, you can submit a request in OFIS for the grantee to unlock the report.

If you have any questions, please contact the FTZ staff at: ftz@trade.gov



The Operator Reports will be locked.

View Operator Reports

6. Click **Reports** on the left navigation tab.

Grantees

FTZ Homepage

Zones

Operators

Reports

Unlock Requests

7. Navigate to the Report.

Reports

Not Started

Current Calendar Year

Previous Years

Show

25

 entries

Zone Number	Report Date	Report FY
910		2020
910		2021

Showing 1 to 2 of 2 entries

If you have not created or saved the Grantee report, the report will be under the **Not Started** tab.

8. Click the **Edit** icon for the appropriate Zone.

Search:

Contact Name	Locked?	
Jason Johnson		
Jason Johnson		

Previous

1

 Next

9. Scroll to **Operator Reports Summary**.

Grantee Information

Report Year
2020

Contact Name
Jason Johnson

Report Status
SUBMITTED by simamanage@gmail.com on 05/03/2021

Request Unlock

Zone Number
910

Contact Phone
713-205-9000

State
TX

Contact Email
simamanage@gmail.com

Grantee
Houston Textiles

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year?
False

2. Describe the promotion and marketing efforts that are being undertaken to provide local companies with information on using the zone.
NA

3. Has the zone ever been used for the admission and storage of zone status merchandise? If yes, indicate when.
NA

12. BPI Consent

Information submitted in annual reports to the FTZ Board is ordinarily available for public review. If you consider the numeric data you are entering in this system to be business proprietary in nature, the specific figures will be available for the zone grantee's review through its account and will ultimately be transmitted to the FTZ Board, but the FTZ Board would not disclose or report the specific figures to the public. The only detail that may appear in the FTZ Board's public report to Congress would indicate a general range into which each figure falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000, etc.).

Do you consider the numeric data you are entering to be business proprietary that the FTZ Board would only disclose for public review as a range, as described above?
No

13. Operator Reports Summary

Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Type	Locked?	
910		9100	05/03/2021	2020	Submitted	Subzone INC	MFG		
910	9100		03/31/2021	2020	Submitted	Subzone INC	MFG		

Close

10. The list of Operator Reports will display.

13. Operator Reports Summary									
Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Type	Locked?	
910		9100	05/03/2021	2020	Submitted	Subzone INC	MFG		
910	9100		03/31/2021	2020	Submitted	Subzone INC	MFG		

11. Click the **View Details** icon for the appropriate Report.

Status	Company	Type	Locked?	
Submitted	Subzone INC	MFG		
Submitted	Subzone INC	MFG		

Edit & Submit Operator Reports

1. Click **Reports** on the left navigation tab.

Grantees
FTZ Homepage
Zones
Operators
Reports
Unlock Requests

If needed, a grantee can make edits to an operator report or submit an operator report based on information provided by that operator.

2. Click the **Current Calendar Year** tab.

Reports		
Not Started	Current Calendar Year	Previous Years
Show 25 entries		
Zone Number	Report Date	Report FY
910		2020
910		2021

If you have not created or saved the Grantee report, the report will be under the **Not Started** tab.

Showing 1 to 2 of 2 entries

3. Click the **Edit** icon for the appropriate Report.

Contact Name	Locked?	
Jason Johnson		
Jason Johnson		

Previous 1 Next

4. Scroll to Operator Reports Summary.

13. Operator Reports Summary

Zone Number	SubZone Number
910	
910	9100

The Operator Reports Summary will be at the end of the report screen.

5. The list of Operator Reports will display.

13. Operator Reports Summary					
Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status
910		9100	03/31/2021	2020	Draft
910	9100		03/31/2021	2020	Submitted

6. Click the **Edit Report** icon for the appropriate Operator Report.

Report FY	Status	Company	Type	Locked?	
2020	Draft	Subzone INC	MFG		
2020	Submitted	Subzone INC	MFG		

7. Fill in the appropriate fields.

Grantees
FTZ Homepage
Zones
Operators
Reports
Unlock Requests

Production Operator Report

OMR No. 0635-0108 Expiration Date 11/30/2020

Operator Information

Report Year 2020	Zone Number 910	Subzone Number
Site Number 9100	Company Name Subzone INC	Contact Name Michael Johnson
Contact Phone 2032311234	Contact Email tstraining2021@gmail.com	Report Status DRAFT

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was activity conducted under zone procedures during the calendar year?
☒ Yes ☐ No

2. Activated Acres Acres

3. Briefly describe the activity at the subzone/GPZ operation that is occurring under zone procedures. Have there been any changes to the activity or facilities within the past year?

8. Click **Submit Report**.

15. BPI Consent

Information submitted in annual reports to the FTZ Board is ordinarily available to the public. The only detail that may appear in the FTZ Board's public report to Congress is the total value of the zone's exports (e.g., \$1,000,001-\$5,000,000, etc.).

Do you consider the numeric data you are entering to be business proprietary that should not be made public?

☐ Yes ☒ No

When you click the **Submit** button, the system will run several checks on the numbers.

If any discrepancies or errors are found, you will be notified. You will need to resolve the errors before the report can be successfully submitted.

All fields on the form are required. Please fill out each field!

Does Beginning Inventory (8.3) + Total Merchandise Received (8.11) - Total Merchandise Forwarded (8.15) - Merchandise Destroyed (8.16) = Ending Inventory (8.6)? If not, explain (8.17). If you are explaining a valid reason for a discrepancy, the explanation must contain at least 50 characters.

Save as Draft

Submit Report

Close

Unlock Operator Report Requests

1. The Grantee will receive a request via email.

NoReply FTZ Portal <ftz@trade.gov> 5:51 PM (3 minutes ago)
to NoReply ▾

Operator **Subzone INC** has requested that you unlock their **2020** annual report in OFIS (the FTZ Board's annual report submission system) so that they can make further edits.

To unlock the operator report, log in to [OFIS](#) and select the "Unlock Requests" option in the menu on the left side of the page.

Details are below:

Zone Number: 910

Subzone/Site Number: 9100

Report Year : 2020

Operator Company Name : Subzone INC

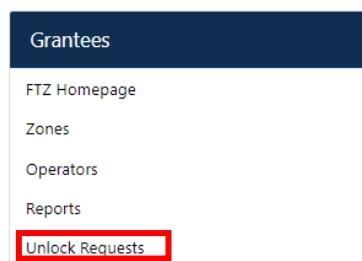
Requested By : tsitraining2021@gmail.com

Request Description : Need to Make Changes




If you have any questions, please contact the FTZ staff at: ftz@trade.gov

****This is an automated email generated by FTZ Web Portal. Please do not reply.**

2. Click **Unlock Requests** on the left navigation tab.



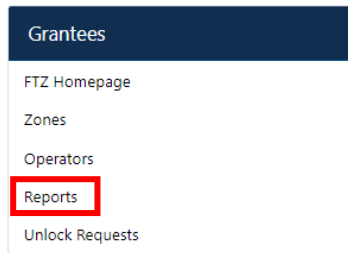
3. Click the **Unlock Report** icon.

Operator Report Unlock Requests									
Report Year	Zone Number	Subzone Number	Site Number	Requested By	Request Date	Description	Status	Unlocked By	Unlock Date
2020	910		9100	tsitraining2021@gmail.com	04/01/2021		Pending		
2021	910		9100	tsitraining2021@gmail.com	03/31/2021	Please unlock	Pending		
2020	910		9100	tsitraining2021@gmail.com	03/31/2021	Need to Make Changes	Unlocked	simamanage@gmail.com	03/31/2021 

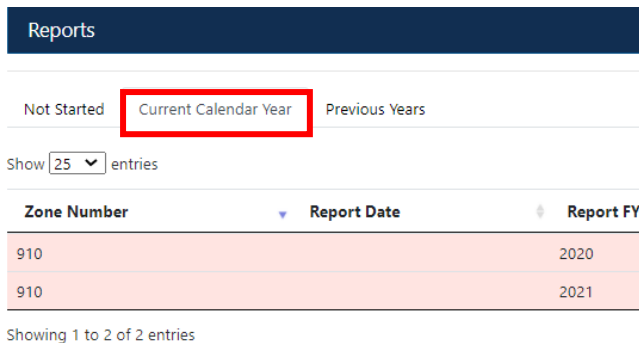
4. The Report will be unlocked for the Operator to make edits and resubmit.

Submit Grantee Report to FTZ Board

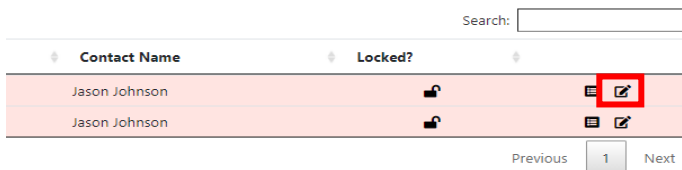
1. Click **Reports** on the left navigation tab.



2. Click the **Current Calendar Year** tab.



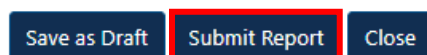
3. Click the **Edit** icon for the appropriate Report.



4. Review Report.
5. Ensure that all Operators that had FTZ activity have submitted reports.

13. Operator Reports Summary									
Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Type	Locked?	
910		9100	04/01/2021	2020	Submitted	Subzone INC	MFG		
910	9100		03/31/2021	2020	Submitted	Subzone INC	MFG		

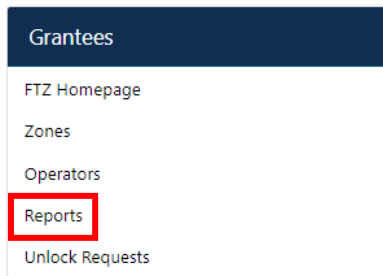
6. Click **Submit Report**.



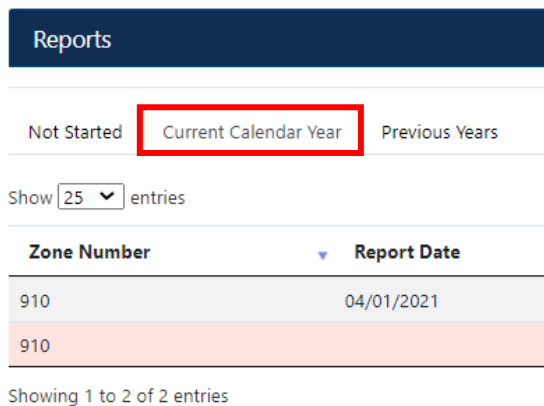
The Grantee Report will be locked.
The FTZ Board will review the report and reach out if there are any questions or modifications needed.

Request to Unlock Grantee Report

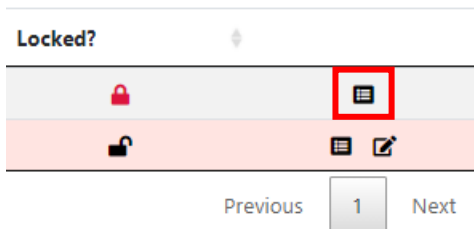
1. Click **Reports** on the left navigation tab.



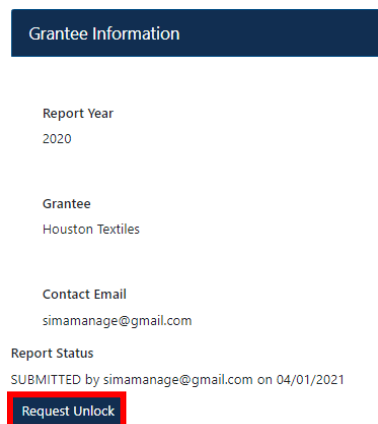
2. Click the **Current Calendar Year** tab.



3. Click the **View Details** icon for the appropriate Report.



4. Click **Request Unlock**.



5. Enter the Request Description.

Request Description

Changes need to be made to an Operator Report.

Submit Unlock Request

6. Click **Submit Unlock Request**.

Request Description

Changes need to be made to an Operator Report.

Submit Unlock Request

7. The request will be sent to the FTZ Board

Report Status

SUBMITTED by simamanager@gmail.com on 04/01/2021

Report unlock request submitted to FTZ staff successfully!

Edit Unlocked Grantee Report

1. The Grantee will receive notification via email that the Report has been unlocked.

NoReply FTZ Portal <ftz@trade.gov>
to NoReply ▾

The 2020 annual report for FTZ 900 has been unlocked by Elizabeth.Whiteman@trade.gov.

To edit and resubmit the report, log in to [OFIS](#).

If you have any questions, please contact the FTZ staff at: ftz@trade.gov

2. Click **Reports** on the left navigation tab.

Grantees

FTZ Homepage

Zones

Operators

Reports

Unlock Requests

3. Click the **Current Calendar Year** tab.

The screenshot shows a 'Reports' section with three tabs: 'Not Started', 'Current Calendar Year' (highlighted with a red box), and 'Previous Years'. Below the tabs, there is a 'Show 25 entries' dropdown. A table lists reports with columns 'Zone Number' and 'Report Date'. The first entry shows '910' for '04/01/2021'. Below the table, it says 'Showing 1 to 2 of 2 entries'.

Zone Number	Report Date
910	04/01/2021
910	

4. Click the **Edit** icon for the appropriate Report.

The screenshot shows a list of reports with a 'Locked?' status. Each report has a lock icon and an 'Edit' icon (pencil). The 'Edit' icon for the first report is highlighted with a red box. Below the list are 'Previous', '1', and 'Next' navigation buttons.

5. Make the necessary edits.

The screenshot shows the 'Report Information' form. It includes a note about saving drafts, a question about foreign-status merchandise, a summary of warehouse and distribution activity, and a section for discussing the zone's contribution to the local economy. At the bottom, there are fields for 'Total Summed from Warehouse Operator Reports' and 'Total to be Submitted to the FTZ Board'.

6. Click **Submit Report**.

The screenshot shows three buttons: 'Save as Draft', 'Submit Report' (highlighted with a red box), and 'Close'.

Technical Support

If you have any questions, contact:

FTZ Board Staff
202-482-2862
ftz@trade.gov